

SECRET

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

16 December 1965

TO: All Training Officers

## CASH ADVANCES FOR AGENCY-SPONSORED COURSES AT LOCAL SCHOOLS

Cash advances to employees sponsored by the Agency to attend part-time courses at local schools will be given at Headquarters on Thursday, 20 January, in Room 1D-35, between 1030 and 1330 hours. The following conditions and schedule will apply:

Monday, 3 January: Requests for Agency sponsorship in courses must be in the Office of the Registrar/TR before the close of business.

Week of 10 January: The Office of the Registrar will inform Training Officers which employees have been approved for courses as well as those certified for advances. Training Officers, in turn, will notify the employees. Only those employees certified for an advance should be told to report. Those employees who have been approved for courses but not for an advance will be paid by reimbursement.

Thursday, 20 January: Advances will be given to eligible employees in Room 1D-35 Headquarters between 1030 and 1330 hours.

Tuesday, 8 February: Employees who received advances must return the schools' receipts to Room 4F-31 Headquarters, between 1030 and 1330 hours, and personally sign the accounting voucher. Employees should be cautioned not to send these receipts by mail.

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Training Officers should urge employees desiring to attend local schools to check with them as soon as possible in order to meet the above schedule. Cover arrangements and Career Board actions may also cause delays. Employees continuing training from the fall semester should also be reminded to submit grade reports to their Training Officers as early as possible, since approval for the next semester is contingent upon successful completion of the fall semester.

Note: The procedure outlined in this Bulletin does not apply to the Agency's Off-Campus Program.

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